



HIV/AIDS Health Promotion and Education Program

PROGRAM GUIDELINES

Fiscal Year 2007

**Department of Health and Human Services
Office of Public Health and Science**

OFFICE OF MINORITY HEALTH

*Authorized under 42 U.S.C. § 300u-6, section 1707 of the Public Service Act,
as amended*

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INTRODUCTION

These program guidelines provide clarification of the information on the HIV/AIDS Health Promotion and Education Program published in the Federal Register. These guidelines are to be used in combination with the Federal Register notice and the general instructions provided in the application kit. Potential applicants should thoroughly read these Program Guidelines, the entire Federal Register notice, and the complete application kit prior to preparing an application.

Program Authority

The HIV/AIDS Health Promotion and Education Program is a cooperative agreement program authorized under 42 U.S.C. § 300u-6, section 1707 of the Public Health Service Act, as amended.

Program Purpose

The purpose of the HIV/AIDS Health Promotion and Education Program is to improve the health status, relative to HIV/AIDS, of young adult minority populations by eliminating disparities. Through this FY 2007 announcement, the Office of Minority Health (OMH) is continuing to promote the utilization of partnerships, in this case, between national minority-serving organizations and institutions of higher education, particularly those with a history of

serving minority populations, such as Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), Tribal Colleges and Universities (TCUs), and other accredited minority-serving post-secondary institutions. This program also promotes promising practices and model programs targeting unique minority communities.

This program is intended to demonstrate the effectiveness of partnership arrangements between national minority-serving organizations and institutions of higher education to improve the health status of campus-based young adult minority populations, relative to HIV/AIDS by:

- developing, implementing and conducting HIV/AIDS demonstration projects on college campuses in an arrangement between national organizations and institutions of higher education with a history of serving young adult minority populations;
- coordinating educational screening and outreach services, and include linkages to improve access to enabling services and treatment;
- reducing social, cultural, linguistic, and literacy barriers to health care; and
- implementing and/or adapting existing promising practices/model programs for campus-based young adult minority populations.

Availability of Federal Funds

About \$2.3 million is expected to be available for award in FY 2007. It is anticipated that 10 to 12 awards will be made. All grant awards are subject to the availability of funds.

PROGRAM OVERVIEW

Background

The mission of the Office of Minority Health (OMH) is to improve the health of racial and ethnic minority populations through the development of policies and programs that address disparities and gaps. OMH serves as the focal point in the Department of Health and Human Services (HHS or Department) for leadership, policy development and coordination, service demonstrations, information exchange, coalition and partnership building, and related efforts to address the health needs of racial and ethnic minorities.

As part of a continuing HHS effort to improve the health and well being of racial and ethnic minorities, the Department announces availability of FY 2007 funding for the HIV/AIDS Health Promotion and Education Program (hereafter referred to as the HIV/AIDS Program). Minority communities are currently at the center of the HIV/AIDS epidemic in this country. The Centers for Disease Control and Prevention

(CDC) estimates that more than 1.1 million Americans were living with HIV/AIDS at the end of 2005¹. The CDC also states that young people in the U.S. are at persistent risk for HIV infection. “This risk is especially notable for youth of minority races and ethnicities.”² Multifaceted approaches to HIV/AIDS prevention which involve peers, school, faith-based, and community components are necessary to reduce the incidence of HIV/AIDS among young people.³

OMH Expectations

It is intended that the HIV/AIDS Programs will result in:

- Increased awareness of risk factors for HIV/AIDS, and knowledge of methods, such as abstinence, by which transmission of HIV/AIDs can be prevented;
- Adoption of health promoting behaviors;
- Reduction in high-risk behaviors;
- Improved access to HIV/AIDS services for high-risk minority populations; and
- Increased counseling and testing services for high-risk minority

¹ HIV/AIDS Surveillance Report; Cases of HIV Infection and AIDS in the United States, 2005; Volume 17

² CDC HIV/AIDS Fact Sheet: HIV/AIDS Among Youth, June 2006.

³ Ibid.

populations, connection to a continuum of care, and increased patient knowledge on how best to access such care.

Applicant Project Results

Applicants must identify at least 2 of the following project results that are consistent with the HIV/AIDS Program overall and OMH expectations. Project results should fall within the following general categories:

- Increased awareness of health disparities, relative to HIV/AIDS among minorities;
- Improved patient-provider interaction; and/or
- Improved cultural, linguistic and literacy competency.

The outcomes of these projects will be used to develop other national efforts to address health disparities among racial and ethnic minority populations.

Note: Funded projects will be expected to demonstrate progress in achieving any or all of the anticipated results by the end of the project period. Such progress will be a factor in decisions regarding future funding.

Project Requirements

Each applicant under the HIV/AIDS Health Promotion and Education Program must:

- Implement the project through collaborative partnership arrangements between the applicant and at least two institutions of higher education, particularly those with a history of serving minority populations (one rural and one urban). The partnership must have the capacity to:
 - Develop, implement and conduct demonstration projects on college campuses and in high-risk minority communities, urban and/or rural;
 - Conduct outreach, screening, prevention information dissemination and education, and risk reduction-focused activities;
 - Plan and coordinate age-appropriate activities which reduce existing sociocultural, linguistic, and literacy barriers for individuals seeking and accepting HIV/AIDS services;
 - Identify problems such as gaps in services, or issues, such as access to health care;
 - Link to enabling services to ensure that participants followup with referrals and treatment; and
 - Identify existing resources in the targeted communities which will be linked to the proposed project.

Federal Involvement

Projects supported under the HIV/AIDS Program will be funded via a cooperative agreement mechanism.

Cooperative agreements involve significant Federal interaction with the recipient organization in the implementation of program activities. For this program, this interaction includes, but is not limited to:

- Oversight and clearance for the implementation, conduct and assessment of project activities.
- Collaborative work with funding recipients to develop and implement evaluation strategies incorporating the required Uniform Data Set which is to be used to report program information.
- Review and approval of assessment and evaluation instruments and/or plans.
- Direction to funding recipients on the submission of project data to OMH.
- Coordination and communication between funding recipients and other national organizations.
- Serving in a liaison capacity between funding recipients and appropriate federal government agencies.
- Planning and conducting an annual grantee meeting

Ideas for Developing the Proposal

The following section lists some examples of activities that can be supported under the HIV/AIDS Program.

• Increased Awareness of HIV/AIDS, Prevention, and Health Disparities

- The national organization establishes a summer training institute for university/college staff (e.g., advisors, coordinators), student organizations, and/or alumni associations, and/or professional associations to train interested parties on the basics of HIV/AIDS, and methods to implement awareness and prevention activities on university/college campuses throughout the year.
- Collaboratively develop health education curriculum involving train-the-trainer techniques.
- Develop outreach programs and campaigns targeting young adult minority college students in a collaborative effort between the national organization, the university/college, student organizations, the health department, and local churches or other community-based organizations or print and broadcast media. The national organization provides the staff support and expertise and other material support to develop the press release, advertisements, distribution network, hotline, etc. to coordinate the outreach program or campaign.

- Collaborating partners conduct or participate in health fairs, health screening and outreach activities to increase awareness of HIV/AIDS and risk factors.
 - Collaborating partners use hot lines, health advice lines and seminars to promote healthy lifestyles among young adult minority students in campus-based settings..
 - Establishing kiosk or links with campus internet systems to promote student access to the Internet to improve health education knowledge, competency and practice.
 - Training young adult minority college students for leadership roles in both campus-based and community-based HIV/AIDS outreach and prevention education activities.
 - The national organization and university/college provides competitive mini-grants to campus-based student organizations or alumni groups or other organizations (e.g., faculty groups) to establish or sustain HIV/AIDS projects directed at young adult minority populations on campus, particularly projects that reduce high risk behaviors or promote the adoption of healthier life styles and practices.
- Develop and implement projects designed to assist campus-based young adult minority populations in changing high risk behaviors, and subsequently adopting healthier lifestyles and practices, and other risk reduction-focused activities.
 - **Improved Patient-Provider Interaction**
 - The national organization facilitates the linkage between the university/college and the health department on screening, testing, referral and counseling services; and participation in HIV/AIDS national and/or local events, such as health fairs. The national organization provides the staff and material support to coordinate the effort.
 - Provision of patient navigators who assist in improving access to health facilities and/or assist in obtaining access to health facilities, enabling services and resources with respect to HIV/AIDS followup and treatment services, particularly for those who test positive for HIV.
 - **Increased Cultural, Linguistic and literacy Competency**
 - Collaboratively develop culturally sensitive and age appropriate HIV/AIDS curricula for training

programs and informational presentations.

- Facilitate the liaison between the national organization and the university/college whose purpose is to develop and distribute culturally sensitive, age appropriate HIV/AIDS publications, materials and brochures (that are university/college-approved) to the student population.
- Health education signs, broadcasts, videos or publications targeted to the educational level and/or primary language of the selected minority campus-based young adult population. This includes health education publications printed using simple graphics and pictures in user-friendly language.

Note: The above examples do not represent an exhaustive list of activities.

TERMS AND CONDITIONS OF SUPPORT

Eligible Applicants

To qualify for funding, an applicant must:

- Be a private, nonprofit national

minority-serving organization which addresses health and human services and has a history of service to racial and ethnic minority populations. Examples of national minority-serving organizations that may apply include, but are not limited to:

- organizations representing community health
 - organizations serving minority populations;
 - organizations that focus on minority health, education, leadership development, and national partnerships; and
 - organizations whose membership represents minority-focused health professionals.
- Implement the project through a collaborative partnership arrangement with at least two institutions of higher education, particularly those with a history of serving minority populations (**one rural and one urban campus**). The collaboration must be documented through separate signed Memorandum of Agreement (MOA) between the applicant and each partnering institution of higher education. The partners must each have a specific, significant role in conducting the proposed project. The MOA must specify in detail

the roles and resources that each entity will bring to the project, and the terms of the agreement. The MOA must cover the entire project period. The MOA must be signed by individuals with the authority to obligate the organization (e.g., president of college or university, chief executive officer, executive director).

- Be an established national (defined by charter or bylaws to operate nationally), nonprofit organization (a non-governmental, nonprofit corporation or association whose net earnings in no part accrue to the benefit of private shareholders or individuals). Bylaws and/or charter must be furnished with the application.

Other entities that meet the definition of a private non-profit national minority-serving organization eligible to apply, such as national faith-based and/or national tribal organizations.

Because the intent of this program is to address the HIV/AIDS epidemic at the national level, only organizations with a national reach are eligible to apply.

The organization submitting the application will:

- Serve as the lead agency for the project;

- Be responsible for implementation and management; and
- Serve as the fiscal agent for the Federal grant awarded.

Note: Private nonprofit national, minority-serving organizations must provide proof of nonprofit status with their application. (See page 26 of these guidelines for examples of acceptable proof of nonprofit status.)

An organization may submit no more than one application to this grant program. Organizations submitting more than one proposal for this grant program will be deemed ineligible. The multiple proposals from the same organization will be returned without comment.

Organizations **are not** eligible to receive funding from more than one OMH grant program to carry out the same project and/or activities.

Period of Support

Those applicants chosen through the competitive process:

- Are to begin their demonstration project on **September 1, 2007**.
- Will receive an award, ranging from \$175,000 to \$200,000 total costs (direct and indirect) for a 12 month period.

- Will be able to apply for a non-competing continuation award ranging from \$175,000 to \$200,000 for each of the two additional years. After year one, funding is based on:
 - the availability of funds; and
 - success or progress in meeting project objectives during Year one of the project.

Note: For non-competing continuation awards, grantees must submit continuation applications, written reports, UDS reports, and continue to meet the established program guidelines.

Use of Grant Funds

Budgets ranging from between \$175,000 and \$200,000 total costs (direct and indirect) should be requested per year for each of the three years of the project period to cover costs of:

- Personnel
- Consultants
- Equipment
- Supplies (including screening and outreach supplies)
- Grant related travel (domestic only), including attendance at annual OMH grantee meetings
- Other grant related costs

Funds may not be used for:

- Building alterations or renovations
- Construction
- Fund raising activities
- Job training
- Medical care, treatment or therapy
- Political education and lobbying
- Research studies involving human subjects
- Vocational rehabilitation
- Tuition/support for regular course of education leading to a degree, certificate, license or diploma.

Note: All budget requests must be fully justified and include a computational explanation of how costs are determined. See - **Filling out the Budget Forms and Budget Justification Narrative** on page 9.

If funding is requested in an amount greater than the ceiling of the award range, the application will be considered non-responsive and will not be entered into the review process. The application will be returned with notification that it did not meet the submission requirements.

APPLICATION REQUIREMENTS

Application Forms

Applicants must use Grant Application Form OPHS-1.

Hint: You will need to disassemble Grant Application From OPHS-1 in order to put the Application Package in the proper order.

Order of Application Package - All items in **bold can be found in your application kit.**

- **Face Page/cover page (SF 424) included in Form OPHS-1**
- **Checklist (pages 18-19 of Form OPHS-1)**
- For private, nonprofit organizations, evidence of nonprofit status (if not already on file with the PHS agency). (See page 26 of these guidelines for examples of acceptable proof of nonprofit status.) To establish national status of organization, bylaws and/or charter must be furnished with the application.
- **Budget Information Forms for Non-Construction Programs (SF 424A) included in Form OPHS-1**
- Detailed Budget Justification Narrative (see section below).
- Negotiated Indirect Cost Rate Agreement (if applicable).
- **Key Personnel Form**
- E.O. 12372 (State Reviews) - See

page 25 of these Program Guidelines. Provide a copy of the cover letter, if applicable.

- **Project Profile**
- Table of Contents
- Project Narrative (proposal). (See pages 11-16 of these Program Guidelines.)

Filling Out the Budget Forms and Budget Justification Narrative

In addition to filling out the budget forms located in the application kit, you must also provide a separate budget justification narrative and computation of expenditures, as outlined below.

Applicants should recognize that costs do not remain static; the budget should reflect the various phases and activities of planning, organizing, implementation, evaluation, and dissemination. Timing and appropriate costs for conducting the internal evaluation and dissemination of the project's results should be considered when preparing the budget.

Budget Forms

Fill out the budget forms (SF 424A) located in the application kit. Also,

- Use SF 424A - Section B (1) to list the itemized budget for Year 1 costs.
- Use SF 424A - Section B (2) to list the itemized budget for Year 2 and 3

costs.

Budget Justification Narrative

Use separate paper to write the budget justification narrative and computation of

expenditures for **each year** in which grant support is requested.

- Identify your projected expenditures using only the standard budget headings listed on the budget form (SF 424A), i.e., personnel and fringe benefits, contractual, travel, equipment, supplies, and other grant-related expenses.
- Then, write your budget justification narrative and computation of expenditures under the appropriate heading.
 - The “personnel” justification should indicate, for each position to be supported by the grant:
 - name, if known
 - title (on the project)
 - level of effort (percentage of time on the project, including in-kind)
 - salary
 - responsibilities
 - The “equipment” narrative should indicate:
 - type of equipment

- number of items
- cost per unit
- who it will be used by
- where and when it will be used
- which objective and activity the equipment will support

- The justification for out-of-town “staff travel” should indicate:

- number of out-of-town trips
- purpose/destination of each trip
- estimated cost of travel (e.g., airfare, train fare, mileage) for each trip
- per diem costs (meals lodging and local travel)
- title/position of traveler
- when travel will take place
- which objective and activity are addressed

Provide similar information on other budget items under the appropriate headings.

The budget justification does not count toward the application page limitation.

Reminder: Participation in an annual OMH grantee meeting is mandatory. Applicants must budget for up to two grant staff to attend this meeting. For planning purposes, use Chicago as the travel destination. If an applicant is from the Chicago area, use Washington, DC.

Note: All applicants must fill out the Key Personnel Form. This form must follow the budget information included in the Application Package.

REQUIRED CONTENT OF THE NARRATIVE SECTION

How to Write the Project Narrative (Proposal)

In place of the Program Narrative Instructions on pages 15-17 of Form OPHS-1, describe your proposal using the following 6 sections, in the order provided, to present your narrative:

- PROJECT SUMMARY
- BACKGROUND
 - Statement of Need
 - Experience
- OBJECTIVES
- PROGRAM PLAN
- EVALUATION PLAN
- APPENDICES

The Project Narrative, including the Project Summary and Appendices, is limited to 75 double-spaced pages. Organizations funded under the HIV/AIDS Health Promotion and Education Program in FY 04 (project periods beginning September 30, 2004 and ending September 29, 2007) are also required to submit a Progress Report.

This report is limited to 15 pages double-spaced, which do **not** count against the page limitation.

The narrative must address the project requirements specified on page 3 of these Program Guidelines.

Provide sufficient details for reviewers to be able to assess the proposal's appropriateness and merit.

Project Summary

The project summary should:

- Be no more than 3 pages in length double spaced.
- Describe key aspects of the Background, Objectives, Program Plan, and Evaluation Plan.

(See *Appendix A* for Suggested Project Summary Outline).

Note: Page numbering begins with the Project Summary.

Hint: It may be easier to prepare the Project Summary after the entire narrative (proposal) is completed.

Background

Statement of Need

- Describe and document (with data):
 - demographic information on the targeted geographic area; and
 - the significance or prevalence of HIV/AIDS health problem(s) or issues affecting the target minority group(s), especially young adult minority populations.
 - identify problems such as gaps in services, or issues such as access to HIV/AIDS health care, social and cultural barriers, or mental health concerns affecting the targeted population addressed in the proposal.
- Describe the minority group(s) targeted by the project (e.g., race/ethnicity, age, gender, educational level/income).
- All epidemiologic information provided should be referenced and cited.

Hint: Some sources of data are the U.S. Census, the Centers for Disease Control and Prevention, area-wide health systems agencies, local and state health departments, and the OMHRC (1-800-444-6472). Information should be considered to assist the reviewers in putting the problem in context.

- Provide the rationale for the approach. Support with data from the local area and/or campus (national, regional and state data may be used to put the local problem in context).
- Identify existing services and the extent to which they reach the target community/population.

Experience

- Describe the applicant organization's background, including:
 - mission/purpose/service area/population served;
 - length of time in existence;
- Describe the background/experience of all partner institutions of higher education.
- Provide a rationale for inclusion of the partner institutions of higher education in the project.
- Describe any similar HIV/AIDS projects implemented to work with the targeted population (s) and the results of these efforts. Document the types of services provided, dates of implementation, and how long services were offered. (At a minimum of a three year period).

Reminder: For those organizations funded under the HIV/AIDS Health Promotion and Education Program in FY 2004, you must include a progress report in the Appendix on that specific project and its results.

- Discuss the applicant organization's experience in managing projects/activities, especially for the young adult minority population to be served or similar high-risk populations.
- Indicate where the project will be located within the organization's structure and the reporting channels.
- Provide a chart of the proposed project's organizational structure, showing who reports to whom.
- Describe how partner organizations will interface with the applicant organization.

Objectives

Objectives must relate to the purpose of the HIV/AIDS Health Promotion and Education Program (see page 1 of these guidelines), the identified problem(s), OMH Expectations and activities to be conducted.

- State each objective in **measurable** terms, including baseline data, improvement targets and time frames for achievement for the three year project.

- Measurable terms include **both** baseline numbers (at the start of the project) and outcome numbers expected at the end of the project for each major component.
- The time frame for achievement should indicate when the objective will be achieved within the three-year project period.

Explain how the stated objectives relate to the expected results of the project.

Hint: Objectives should not be confused with specific tasks or activities that will be implemented to achieve the objectives.

Program Plan

The Program Plan must clearly describe how the proposed project (which must be linked to the stated need and objectives) will be carried out.

- Clearly describe how the project will be carried out.
- Describe in detail specific activities and strategies planned to achieve each objective.
- For each activity, describe:
 - how it is to be done
 - when it is to be done

- where it will be done
 - who will do it
 - for whom it is to be done
- Describe how outreach, counseling and testing, prevention information and education to reduce risk behaviors and promote the adoption of health promoting behaviors, and connection to enabling services and to treatment will be accomplished.
 - Describe the role of each participating partner institution of higher education, as well as any additional partners and/or collaborating agencies in the project.
 - Describe any products to be developed by the project (e.g., brochures, public service announcements, videos).
 - Provide a realistic time line chart which lists:
 - each objective
 - the activities under each objective
 - the specific month(s) each activity will be implemented; and
 - the individual responsible for the activities by project title/position

Note: A time line should be included for **each year** that support is requested.

- Provide a description of the proposed program staff, including resumes and

job descriptions for key staff, qualifications and responsibilities of each staff member.

Note: The Project Director **must be** an employee of the applicant organization.

- Indicate the level of effort for each proposed key staff position (e.g., 10%, 50%), including pertinent staff provided on an in-kind basis.
- Provide position or job descriptions for staff positions, including those to be filled.
- Provide a description of duties for proposed consultants and identify which objectives they will address.

Note: Collaborators, consultants, subgrantees, and subcontractors are accountable to the grantee for the management of any OMH funds received.

Evaluation Plan

Delineate how program activities will be evaluated. The evaluation plan must clearly articulate how the project will be evaluated to determine if the intended results have been achieved. The evaluation plan must describe, for all funded activities:

- intended results (i.e., impacts and outcomes);
- how impacts and outcomes will be measured (i.e. what indicators or measures will be used to monitor and measure progress toward achieving project results);
- methods for collecting and analyzing data on measures;
- evaluation methods that will be used to assess impacts and outcomes;
- evaluation expertise that will be available for this purpose;
- how results are expected to contribute to the objectives of the Program as a whole, and Healthy People 2010 goals and objectives; and
- the potential for replicating the evaluation methods for similar efforts.

Discuss plans and describe the vehicle (e.g., manual, CD) that will be used to document the steps which others may follow to replicate the proposed project in similar communities. Describe plans for disseminating project results to other communities.

- **Data Collection and Analysis Method:**

- Indicate which method of analysis will be used.
- State how data will be collected and analyzed on each indicator.
- Identify who will be responsible for the project's evaluation, including who will collect and analyze data on each indicator.

- **Demographic Information** on the targeted minority group(s).
 - Describe demographic data to be collected on target groups being served (e.g., race/ethnicity, gender, age).
- **Process Measures** will vary depending upon the kind(s) of project activities to be provided. Describe the indicators to be used to monitor and measure progress toward achieving projected results by objective. For example:
 - Number of institutes, forums, seminars, training sessions, workshops or focus groups, presentations held and number of participants.
 - Number of outreach visits made or health fairs attended.
 - Number of health screenings conducted.
 - Number of signs or brochures distributed, number of broadcasts or TV spots aired.
 - Number of follow up services offered.
- **Outcome Measures** will show that the project has accomplished the objectives it planned to achieve. For example:
 - Pre- and post-tests to measure increases in participants' knowledge from workshops, forums, seminars, and focus

- groups.
 - Number of times services provided.
 - Number of clients referred and numbers following through with referrals.
- **Impact Measures** demonstrate the achievement of the goal to positively affect health disparities. For example:
 - Changes in behavior/patterns.
 - Changes in baseline health data over time.
 - Changes in access/utilization of health care or medical services over time.

Describe the project's potential for long-term impact on targeted health area(s).

- Discuss how the project model might have applicability for similar communities.

Appendices

All appendices must be clearly referenced and support elements of the narrative.

Include documentation and other supporting information in this section. Examples include:

- The applicant organization's mission statement.

- Memorandum of Agreement (MOA) with each partner institution of higher education with the application for funding. (See Appendix C for sample format).
- Progress Report for programs funded under the HIV/AIDS Health Promotion and Education Program in FY 2004 (Refer to **Appendix B** for Progress Report Format.)
- Data collection instruments.
- Relevant brochures or newspaper articles.

Note: The Progress Report does not count against the page limitation for proposals. All other items in this section are counted against the 75 page limitation.

Helpful Reminders

In preparing your application, you must:

1. Number all pages sequentially including any appendices. (Do not use decimals or letters, such as: 1.3 or 2A).
2. Type all materials in size 12 font, with 1" margins, double spaced.
3. Not exceed a total of 75 pages for the Project Narrative, including the Project Summary and Appendices.

Organizations funded under the HIV/AIDS Health Promotion and Education Program Programs in FY 2004 (project period beginning September 30, 2004 and ending September 29, 2007) are also required to submit a progress report. This report is limited to 15 pages double-spaced, which do not count against the program narrative page limitation.

In addition, for applications submitted by express/regular mail or hand-delivered, you must:

1. Use 8 ½ by 11 inch white paper.
2. Type on one side of the paper only.
3. Not staple or bind the application package. Use rubber bands or binder clips.
4. Send an original, signed in blue ink, and 2 copies of the application package.

See **Appendix D** for additional Tips for Preparing an Application.

Note: The pages of the Project Narrative must be double-spaced.

SUBMISSION OF APPLICATION

Application Deadline

To be considered for review, applications must be received by the Office of Public Health and Science, Office of Grants Management, c/o WilDon Solutions, by 5:00 p.m. Eastern Time on the application deadline date published in the Federal Register notice announcing availability of funds for the HIV/AIDS Health Promotion and Education Program. Applications will be considered as meeting the deadline if they are received on or before the deadline date. The application due date requirement in Federal Register notices supercedes the instructions in the OPHS-1 form and the information provided in these program guidelines.

Submission Mechanisms

The Office of Public Health and Science (OPHS) provides multiple mechanisms for the submission of applications, as described in the following sections. Applicants will receive notification via mail from the OPHS Office of Grants Management confirming the receipt of applications submitted using any of these mechanisms. Applications submitted to the OPHS Office of Grants Management after the deadlines described below will not be accepted for review. Applications which do not conform to the requirements of the grant announcement will not be accepted for review and will be returned to the applicant.

While applications are accepted in hard copy, the use of the electronic application submission capabilities

provided by the Grants.gov and GrantSolutions.gov systems is encouraged. Applications may only be submitted electronically via the electronic submission mechanisms specified below. Any applications submitted via any other means of electronic communication, including facsimile or electronic mail, will not be accepted for review.

In order to apply for new funding opportunities which are open to the public for competition, you may access the Grants.gov website portal. All OPHS funding opportunities and application kits are made available on Grants.gov. If your organization has/had a grantee business relationship with a grant program serviced by the OPHS Office of Grants Management, and you are applying as part of ongoing grantee related activities, please access GrantSolutions.gov.

Electronic grant application submissions must be submitted no later than 5:00 p.m. Eastern Time on the deadline date specified in the DATES section of the announcement using one of the electronic submission mechanisms specified below. All required hardcopy original signatures and mail-in items must be received by the OPHS Office of Grants Management, c/o WilDon Solutions, no later than 5:00 p.m. Eastern Time on the next business day after the deadline date specified in the DATES section of the announcement. Applications will not be considered valid

until all electronic application components, hardcopy original signatures, and mail-in items are received by the OPHS Office of Grants Management according to the deadlines specified above. Application submissions that do not adhere to the due date requirements will be considered late and will be deemed ineligible.

Applicants are encouraged to initiate electronic applications early in the application development process, and to submit early on the due date or before. This will aid in addressing any problems with submissions prior to the application deadline.

Electronic Submissions via the Grants.gov Website Portal

The Grants.gov Website Portal provides organizations with the ability to submit applications for OPHS grant opportunities. Organizations must successfully complete the necessary registration processes in order to submit an application. Information about this system is available on the Grants.gov website, <http://www.grants.gov>.

In addition to electronically submitted materials, applicants may be required to submit hard copy signatures for certain Program related forms, or original materials as required by the announcement. It is imperative that the applicant review both the grant announcement, as well as the application guidance provided within the Grants.gov

application package, to determine such requirements. Any required hard copy materials, or documents that require a signature, must be submitted separately via mail to the OPHS Office of Grants Management, c/o WilDon Solutions, and if required, must contain the original signature of an individual authorized to act for the applicant agency and the obligations imposed by the terms and conditions of the grant award. When submitting the required forms, do not send the entire application. Complete hard copy applications submitted after the electronic submission will not be considered for review.

Electronic applications submitted via the Grants.gov Website Portal must contain all completed online forms required by the application kit, the Program Narrative, Budget Narrative and any appendices or exhibits. All required mail-in items must be received by the due date requirements specified above.

Mail-In items may only include publications, resumes, or organizational documentation. When submitting the required forms, do not send the entire application. Complete hard copy applications submitted after the electronic submission will not be considered for review.

Upon completion of a successful electronic application submission via the Grants.gov Website Portal, the applicant will be provided with a confirmation page from Grants.gov indicating the date and time (Eastern Time) of the electronic

application submission, as well as the Grants.gov Receipt Number. It is critical that the applicant print and retain this confirmation for their records, as well as a copy of the entire application package.

All applications submitted via the Grants.gov Website Portal will be validated by Grants.gov. Any applications deemed “Invalid” by the Grants.gov Website Portal will not be transferred to the GrantSolutions system, and OPHS has no responsibility for any application that is not validated and transferred to OPHS from the Grants.gov Website Portal. Grants.gov will notify the applicant regarding the application validation status. Once the application is successfully validated by the Grants.gov Website Portal, applicants should immediately mail all required hard copy materials to the OPHS Office of Grants Management, c/o WilDon Solutions, to be received by the deadlines specified above. It is critical that the applicant clearly identify the organization name and Grants.gov Application Receipt Number on all hard copy materials.

Once the application is validated by Grants.gov, it will be electronically transferred to the GrantSolutions system for processing. Upon receipt of both the electronic application from the Grants.gov Website Portal, and the required hardcopy mail-in items, applicants will receive notification via mail from the OPHS Office of Grants Management

confirming the receipt of the application submitted using the Grants.gov Website Portal.

Applicants should contact Grants.gov regarding any questions or concerns regarding the electronic application process conducted through the Grants.gov Website Portal.

Electronic Submissions via the GrantSolutions System

OPHS is a managing partner of the GrantSolutions.gov system. GrantSolutions is a full life-cycle grants management system managed by the Administration for Children and Families, Department of Health and Human Services (HHS), and is designated by the Office of Management and Budget (OMB) as one of the three Government-wide grants management systems under the Grants Management Line of Business initiative (GMLoB). OPHS uses GrantSolutions for the electronic processing of all grant applications, as well as the electronic management of its entire Grant portfolio.

When submitting applications via the GrantSolutions system, applicants are required to submit a hard copy of the application face page (Standard Form 424) with the original signature of an individual authorized to act for the applicant agency and assume the obligations imposed by the terms and conditions of the grant award. If required, applicants will also need to

submit a hard copy of the Standard Form LLL and/or certain Program related forms (e.g., Program Certifications) with the original signature of an individual authorized to act for the applicant agency. When submitting the required forms, do not send the entire application. Complete hard copy applications submitted after the electronic submission will not be considered for review.

Electronic applications submitted via the GrantSolutions system must contain all completed online forms required by the application kit, the Program Narrative, Budget Narrative and any appendices or exhibits. The applicant may identify specific mail-in items to be sent to the Office of Grants Management separate from the electronic submission; however these mail-in items must be entered on the GrantSolutions Application Checklist at the time of electronic submission, and must be received by the due date requirements specified above. **Mail-in items may only include publications, resumes, or organizational documentation.** When submitting the required forms, do not send the entire application. Complete hard copy applications submitted after the electronic submission will not be considered for review.

Upon completion of a successful electronic application submission, the GrantSolutions system will provide the applicant with a confirmation page indicating the date and time (Eastern Time) of the electronic

application submission. This confirmation page will also provide a listing of all items that constitute the final application submission including all electronic application components, required hardcopy original signatures, and mail-in items, as well as the mailing address of the OPHS Office of Grants Management where all required hard copy materials must be submitted.

As items are received by the OPHS Office of Grants Management, the electronic application status will be updated to reflect the receipt of mail-in items. It is recommended that the applicant monitor the status of their application in the GrantSolutions system to ensure that all signatures and mail-in items are received.

Mailed or Hand-Delivered Hard Copy Applications

Applicants who submit applications in hard copy (via mail or hand-delivered) are required to submit an original and two copies of the application. The original application must be signed by an individual authorized to act for the applicant agency or organization and to assume for the organization the obligations imposed by the terms and conditions of the grant award. Mailed or hand-delivered applications will be considered as meeting the deadline if they are received by the OPHS Office of Grants Management, c/o WilDon Solutions, on or before 5:00 p.m. Eastern Time on the deadline date specified in

the DATES section of the announcement. The application deadline date requirement specified in this announcement supersedes the instructions in the OPHS-1. Applications that do not meet the deadline will be returned to the applicant unread.

Where to Send Your Application and/or Required Hard Copy Original Signature and Mail-In Items

Send the complete application to:

OPHS Office of Grants Management
Operations Center
c/o WilDon Solutions
1515 Wilson Boulevard, Third Floor
Suite 310
Arlington, VA 22209
Attention: Office of Minority Health,
HIV/AIDS Health Promotion and
Education Progm..

Suggestion: Applicants are encouraged to submit applications early to ensure receipt by the deadline.

Reminder: The deadline for **electronic submissions** of applications is no later than 5:00 p.m. Eastern Time on the deadline date published in the Federal Register notice, with required hard copy original signature and mail-in items received in the Office of Grants Management, OPHS, no later than 5:00 p.m. Eastern Time on the next business day after the specified deadline.

Data Universal Numbering System Number (DUNS)

Applicants must have a Dun & Bradstreet (D&B) Data Universal Numbering System number as the universal identifier when applying for Federal grants. The D&B number can be obtained by calling 866-705-5711 or through the web site at <http://www.dnb.com/us/>.

How to Get Help

For technical assistance on budget and business aspects of the application contact:

Ms. Margaret Griffiths
Grants Management Specialist
OPHS Office of Grants Management
Phone: (240) 453-8822
E-mail: margaret.griffiths@hhs.gov

For questions about programmatic information and/or technical assistance in preparing your grant application, contact:

Ms. Sonsiere Cobb-Souza
Director
Division of Program Operations
Office of Minority Health
Phone: (240) 453-8444
E-mail: sonsiere.cobb-souza@hhs.gov

For Health information:

- Call the OMH Resource Center (OMHRC) at 1-800-444-6472.

EVALUATION OF APPLICATIONS

Receipt of Applications

- Applications will be screened upon receipt. Applications that are not complete, or that do not conform to or address the criteria of the Program announcement will be considered non-responsive. The application will be returned with notification that it did not meet the submission requirements and will not be entered into the review process.
- Accepted applications will be reviewed for technical merit in accordance with Public Health Service policies.
- Applications will be evaluated by an Objective Review Committee (ORC). Committee members are chosen for their expertise in minority health and

their understanding of the unique health problem and related issues confronted by the racial/ethnic minority populations in the United States.

How Applications Are Scored

Applications will be reviewed on their own merits, and will not be compared to each other. The ORC will determine how well the application meets the review criteria and if it included all the required information. The ORC will make recommendations to OMH about the funding of applications.

Review Criteria

The technical merit of the applications will be assessed by the ORC considering the following 4 factors:

Note: The following factors are presented in the order in which they are addressed in the Project Narrative.

Factor 1: Background (20%)

- Demonstrated knowledge of the problem at the local level.
- Significance and prevalence of HIV/AIDS issues on the proposed campuses, in surrounding community (ies) and among target population(s).
- Extent to which the applicant demonstrates access to the target

community(ies), and whether it is well positioned and accepted within the community(ies) to be served.

- Extent and documented outcome of past efforts with high-risk and /or HIV/AIDS minority population.
- Applicant's capability to manage and evaluate the project as determined by:
 - The applicant organization's experience in managing HIV/AIDS-oriented project/activities involving the target population.
 - The applicant's organizational structure and proposed project organizational structure.
 - Clear lines of authority among and between coalition member organizations.
- If applicable, extent and documented outcome(s) of activities conducted under the previously OMH-supported HIV/AIDS Health Promotion and Education Program included in the required progress report.

Factor 2: Objectives (15%)

- Merit of the objectives.
- Relevance to Healthy People 2010 and National Partnership for Action objectives.
- Relevance to the HIV/AIDS Program purpose and expectations, and stated

problem(s) to be addressed by the proposed project.

- Degree to which the objectives are stated in measurable terms.
- Attainability of the objectives in the stated time frames.

Factor 3: Program Plan (40%)

- Appropriateness and merit of proposed approach and specific activities for each objective.
- Logic and sequencing of the planned approaches as they relate to the statement of need and to the objectives.
- Soundness of the established partnership and partner member roles in the program.
- Qualifications and appropriateness of proposed staff or requirements for “to be hired” staff and consultants.
- Proposed staff level of effort.
- Appropriateness of defined roles including staff reporting channels and that of any proposed consultants.

Factor 4: Evaluation (25%)

- The degree to which expected results are appropriate for objectives of the HIV/AIDS Health Promotion and Education Program overall, stated

objectives of the proposed project and proposed activities.

- Appropriateness of the proposed methods for data collection (including demographic data to be collected on project participants), analysis and reporting.
- Suitability of process, outcomes, and impact measures.
- Clarity of the intent and plans to assess and document progress towards achieving objectives, planned activities, and intended outcomes.
- Potential for the proposed project to impact the health status of the target population(s) relative to the health area(s) addressed.
- Soundness of the plan to document the project for replication in similar communities.
- Soundness of the plan to disseminate project results.

Award Criteria

Funding decisions will be determined by the Deputy Assistant Secretary for Minority Health, OMH, and will take into consideration:

- The recommendations and ratings of the ORC.
- Geographic distribution of applicants.

- A balanced distribution of populations to be served.

REPORTING AND OTHER REQUIREMENTS

State Reviews (E.O. 12372)

The HIV/AIDS Health Promotion and Education Program is subject to the requirements of Executive Order 12372 which allows States the options of setting up a system for reviewing applications from within their States for assistance under certain Federal programs.

This application kit includes a list of States which have chosen to set up a review system and the Single Point of Contact (SPOC) in the State for review. The SPOC list is also available on the Internet at the following address:

<http://www.whitehouse.gov/omb/grants/spoc.html>

Applicants (other than federally recognized Indian tribes) should contact their SPOCs as early as possible to alert them to the prospective applications and receive any necessary instructions on the State process.

The due date for State process recommendation is 60 days after the application deadlines established by the OPHS Grants Management Officer. The OMH does not guarantee that it will accommodate or explain its responses to State process recommendations received

after that date. (See “Intergovernmental Review of Federal Programs,” Executive Order 12372, and 45 CFR Part 100 for a description of the review process and requirements.)

Post Award Requirements

If you are selected for funding, you will need to let OMH know how your project is doing by sending:

- Semi-annual Progress Reports
- Annual Financial Status Reports
- A Final Project Report and Financial Status Report

Grantees will be informed of the progress report due dates and means of submission. Instructions and report format will be provided prior to the required due date. The Annual Financial Status Report is due no later than 90 days after the close of each budget period. The Final Progress Report and Financial Status Report are due 90 days after the end of the project period. Instructions and due dates will be provided prior to required submission.

Uniform Data Set

The Uniform Data Set (UDS) is a web-based system used by OMH grantees to electronically report progress data to OMH. It allows OMH to more clearly and systematically link grant activities to OMH-wide goals and objectives, and document programming impacts and results. All OMH grantees are required to report program information via the

UDS

(<http://www.dsgonline.com/omh/uds>).

Training will be provided to all new grantees on the use of the UDS system during the annual grantee meeting.

ADDITIONAL INFORMATION

Definitions

For purposes of this grant program, the following definitions apply:

Memorandum of Agreement (MOA)

- A document signed by the applicant and an authorized representative of each participating institution of higher education, as well as any additional partnering entities. The MOA should detail the roles and resources each entity will provide for the project, the terms, and the duration of the agreement (must cover the entire project period).

Minority Populations - American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, and Native Hawaiian or Other Pacific Islander (42 U.S.C. § 300u-6, section 1707 of the Public Health Service Act, as amended).

National Minority-Serving

Organization - A national private non-profit organization whose mission focuses on health issues affecting minority communities nationwide and that has a history of

service to racial/ethnic minority populations.

National Organizations - A national private, nonprofit organization which addresses health or human services.

Nonprofit Organizations -

Corporations or associations, no part of whose net earnings may lawfully inure to the benefit of any private shareholder or individual. Proof of nonprofit status must be submitted by private nonprofit organizations with the application or, if previously filed with PHS, the applicant must state where and when the proof was submitted. Any of the following serves as acceptable proof of nonprofit status:

- A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS Code.
- A copy of a currently Valid IRS tax exemption certificate.
- A statement from a State taxing body, State Attorney General, or other appropriate State official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document

that clearly establishes nonprofit status.

Sociocultural Barriers - Policies, practices, behaviors and beliefs that create obstacles to health care access and service delivery. Examples of sociocultural barriers include:

- Cultural differences between individuals and institutions
- Cultural differences of beliefs about health and illness
- Customs and lifestyles
- Cultural differences in languages or nonverbal communication styles

Healthy People 2010

The Public Health Service (PHS) is committed to achieving the health promotion and disease prevention objectives of Healthy People 2010, a PHS-led national activity announced in January 2000 to eliminate health disparities and improve years and quality of life.

Information may be found on the Healthy People 2010 web site:
<http://www.healthypeople.gov>

Copies of the Healthy People 2010: Volumes I and II can be purchased by calling (202) 512-1800. The cost is \$70 for the printed version or \$20 for CD-ROM. Another reference is the Healthy People 2010 Final Review-2001.

For one free copy of Healthy People 2010, contact NCHS:

The National Center for Health Statistics
 Division of Data Services
 3311 Toledo Road
 Hyattsville, MD 20782
 or telephone (301) 458-4636.

Ask for DHHS Publication No. (PHS) 99-1256.

The document may also be downloaded from the Healthy People 2010 web site:
<http://www.healthypeople.gov>

Frequently Asked Questions

1. **Who do I call for more information about the program?** For information on the program, or for technical assistance in preparing an application, contact:

Ms. Sonsiere Cobb-Souza
 Director, on (240) 453-8444,
 or by e-mail at
sonsiere.cobb-souza@hhs.gov

For questions or assistance related to budget and other business aspects, contact:

Ms. Margaret Griffiths, Grants Management Specialist, on (240) 453-8822, or by e-mail at
margaret.griffiths@hhs.gov

Information on this program is also available on OMH's web site:
<http://www.omhrc.gov>

2. **Who is eligible to apply?** Private, nonprofit national minority-serving organizations which address health and human services and have a history of service to racial and ethnic minority populations. Examples of national minority-serving organizations that may apply include, but are not limited to:

- organizations representing community health organizations serving minority populations;
- organizations that focus on minority health, education, leadership development, and national partnerships; and
- organizations whose membership represents minority-focused health professionals.

Other entities that meet the definition of a private non-profit national minority-serving organization eligible to apply, such as national faith-based and/or national tribal organizations.

3. **Who is not eligible to apply?**

Institutions of higher education are not eligible to apply, but are permitted to partner with private, nonprofit national minority-serving organizations who address health and human services.. Because the intent of this program is to address the HIV/AIDS epidemic at the national level, only eligible organizations with a national reach are eligible to apply..

4. **Can a religious organization apply?**

Yes. Other entities that meet the definition of a private non-profit national minority-serving organization eligible to apply include national faith-based organizations.

5. **Can national tribal organizations apply?**

Yes. Other entities that meet the definition of a private non-profit national minority-serving organization eligible to apply include national tribal organizations.

5. **How many institutions of higher education must participate in the collaborative partnership arrangement, as specified for this project?**

At least two institutions of higher education, particularly those with a history of serving minority populations must be included in the project and documented with a signed Memorandum of Agreement (MOA) with the application for funding.. A minimum of one rural and one urban institution of higher education are required for the project..

6. **What are examples of institutions of higher education with a history of serving minority populations?**

Such examples include, Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), Tribal Colleges and Universities (TCUs), and other accredited minority-serving post-secondary institutions.

7. **Are vocational/trade/technical schools eligible to receive support under this program?** No. Job training and vocational rehabilitation programs are not supported under this program. (See eligible costs)
6. **Can another agency serve as the fiscal agent for my project?** No. The applicant must serve as the fiscal agent and be responsible for implementing the project.
7. **What is a “CFDA” Number?** The Catalog of Federal Domestic Assistance (CFDA) is a Government-wide compendium of Federal programs, projects, services, and activities that provide assistance. Programs listed therein are given a CFDA Number. The CFDA Number for the HIV/AIDS Health Promotion and Education Program is 93.004.
9. **What is the Project Period?** The project period is the total time for which support of a discretionary project has been programmatically approved. The project period usually consists of a series of budget periods of one-year duration. Once approved through initial review, continuation of each successive budget period is subject to satisfactory performance/progress, and availability of funds. The project period for this announcement is three years.
10. **How much money is an applicant eligible to apply for?** Each applicant may request a budget ranging from \$175,000 to \$200,000 per year for each of the three years. Matching funds are not required.
11. **Do I budget for one year or three years?** The period of support for each project can be up to three years. Each applicant must submit a budget for each year support is requested (i.e., 1, 2, or 3 years).
12. **Can you tell me exactly which forms are required for this application?** OPHS-1, Project Profile and the Key Personnel Forms are required. The application kit and all the forms for this program are available on-line at the GrantSolutions web site: <https://www.grantsolutions.gov>, as well as through the Office of Minority Health Resource Center web site at: www.omhrc.gov.
14. **What items are included in the 75 page limitation?** The project narrative, including the Table of Contents, Project Summary and Appendices (excluding the Progress Report), count against the page limitation.
- Items that are **not** included in the 75 page limitation include the SF-424, SF-424A, Budget Justification, Key Personnel Form, Indirect Cost Rate Agreement, Checklist, Proof of Non-profit Status, SF-LLL, SF-LLL-A, and the Progress Report. Although the Progress Report is not

included in the 75 page limitation, it is limited to 15 pages.

15. **Should my proposal be single or double spaced?** The Project Narrative (including the Project Summary) must be double-spaced.
16. **How do I submit an application?** Methods for application submission are by express/regular mail, or electronically by OPHS **GrantSolutions** or **Grants.gov**.

For **Mailed** or **Hand Delivered** Applications -

Send an original, signed in blue ink, and 2 copies of your grant application **for receipt no later than 5:00 p.m. Eastern Time on the due date published in the Federal Register to:**

Office of Grants Management
Operations Center
c/o WilDon Solutions
1515 Wilson Boulevard, Third Floor
Suite 310
Arlington, VA 22209
Attention: Office of Minority Health,
HIV/AIDS Health Promotion and
Education Program

For **Electronic** application -

Options for electronic submission are **Grants.gov** or the OPHS **eGrants** system. The deadline for electronic submission of applications is no later than 5:00 p.m. Eastern

Time on the deadline date published in the Federal Register. **In addition, all required hard copy original signature and mail-in items are to be received no later than 5:00 p.m. Eastern Time on the next business day after the deadline, in the OPHS Office of Grants Management Operations Center** (see address above). Information about the Grants.gov system is available on the Grants.gov web site at: <http://www.grants.gov>. Information about the OPHS GrantSolutions system is available at: <https://www.grantsolutions.gov> or by contacting the OPHS Office of Grants Management at (240) 453-8822.

Applications submitted by facsimile transmission (FAX) or an electronic format other than OPHS eGrants or Grants.gov **will not** be accepted.

17. **Is there a preferred method of submitting the application?** No. The submission of applications by express/regular mail or electronically by OPHS **GrantSolutions** or **Grants.gov** are all acceptable methods. **However, the OPHS encourages the use of electronic submission.**
18. **Who do I call if I experience problems in submitting my application electronically?** For GrantSolutions, contact the help desk at 1-301-231-6005; or

1-800-618-0223; or by e-mail at help@grantsolutions.gov. For Grants.gov, contact the help desk at 1-800-518-4276; or by e-mail at support@grants.gov.

19. **What are the “hard-copy” items that have to be submitted for electronic filing?** For applications filed via GrantSolutions, required hard copy items are the face page (SF-424) and the SF-LLL (if applicable), with original signatures. Grants.gov utilizes digital signature technology, and does not require any forms to be mailed in separately.
20. **How do I obtain a DUNS number?** You may obtain a DUNS number by calling 1-866-705-5711 or online at <http://www.dnb.com/us/>. **Your DUNS number must be included in the application at the time of submission.**
21. **What is the Uniform Data Set (UDS)?** The UDS is an Internet-based system which provides both the OMH and its partners with a comprehensive project and program management system. The system allows OMH-funded grantees to organize and report their project data, and OMH to use information provided to determine what kinds of grant-related approaches and strategies are most effective, develop program performance measures, meet Federal reporting requirements, and serve as a means for identifying best practices. All FY 07 OMH-

funded grantees will be required to report project information using the web-based UDS system. Training will be provided to all new OMH-funded grantees.

22. **Are racial/ethnic populations other than those identified in the definition eligible for the program?** No. The target populations that are eligible for OMH Programs are American Indian or Alaska Native; Asian; Black or African American; Hispanic or Latino; and Native Hawaiian or other Pacific Islander (42 U.S.C. § 300u-6, section 1707 of the Public Health Service Act, as amended).
23. **Can an applicant submit more than one application for the HIV/AIDS Health Promotion and Education Program?** No. An organization may not submit more than one application to this grant program. Organizations submitting more than one proposal for this grant program will be deemed ineligible. The multiple proposals from the same organization will be returned without comment.
24. **Can an applicant submit an application for the HIV/AIDS Health Promotion and Education Program if it is currently funded under another OMH grant or cooperative agreement program?** Yes. An applicant currently funded under another OMH program may submit an application to this grant

program, provided that the application does not propose to carry out the same project and/or activities.

APPENDIX A

Department of Health and Human Services Office of Minority Health

HIV/AIDS Health Promotion and Education Program FY 2007

Project Summary Outline

INSTRUCTIONS: This Report Outline should provide a concise recapitulation of the key aspects of the application. The summary should follow the recommended format, be no more than 3 pages and be typed double-spaced on one side of plain, 8 ½ " x 11 " white paper with 1 " margin using no less than 12 point font.

Project Title:	Full Name of the Project
Applicant:	Applicant Organization's Name
Location:	City, State, Zip Code
Project Director:	Name of the Project Director, Telephone & Fax Number, and E-mail Address
Proposed Year 1 Budget:	Total Direct/Indirect
Proposed Service Area:	Specify Counties, Cities, Neighborhoods, or Communities Served by Project Activities
Target Population:	Specific Minority Population(s) Served by Project

Background:

Objectives:

Program Plan:

Evaluation Plan:

Products:

APPENDIX B

Department of Health and Human Services Office of Minority Health

HIV/AIDS Health Promotion and Education Program

Progress Report Outline (Suggested)

The report must contain a description of the activities conducted under the **OMH HIV/AIDS Health Promotion and Education Program (project period beginning September 30, 2004 and ending September 29, 2007)**. At a minimum each of the following items must be addressed. Additional information relevant to the program may be included.

I. Program Information

- Name of Project Director
- Grant Number as shown on the “Notice of Grant Award”
- Time period covered by this Report (three year period of the program)

II. Specific Outcomes

- State the original project objectives, summarize the activities implemented to achieve and measure each objective, and summarize accomplishments of those activities with specific outcomes for each objective.
- Identify partner or participating organizations and their roles in the project.
- Provide summary data from evaluation activities conducted to achieve the project’s stated goals and objectives (e.g., number of participants served, number of hours of service provided).
- Discuss the findings of program evaluations.
- Describe any products directly related to project activities (e.g., brochures, training curricula).
- Discuss staffing changes including additions/deletions of funded positions and any unfilled staff positions and their impact on the program.

III. Changes in Program Plan as Originally Approved

- Describe any changes or modifications made to the original objectives. Specifically explain the changes/modification and their significance in conducting the project.
- Discuss any changes in partner or participating organizations and significance of the changes in conducting project.
- Discuss problems not previously described and how they were resolved.

APPENDIX C**Department of Health and Human Services
Office of Minority Health****HIV/AIDS Health Promotion and Education Program
FY 2007****Memorandum of Agreement (MOA)
(Sample Format)****I. Partnership Organizations**

Identify the organizations that are partners (i.e., institution of higher education) of the project and the individuals representing partnership. Provide a statement which indicates that by signing the document, the organizations commit to executing the activities and providing the resources as detailed in the agreement.

II. Project Activities

Summarize the activities to be carried out by the organizations relative to the proposed project.

III. Commitment of Resources

Delineate the resources the partner organizations will provide to the project. Also indicate the amount of grant funds, if any, each organization will receive.

IV. Term of Agreement

Indicate the specific dates of the agreement. The term of the agreement should at least endure the life of the grant. Also indicate the terms for termination of the agreement.

V. Signatures

Representatives from the applicant organization and partner organizations must sign this document. The agreement must be signed by individuals with the authority to obligate the organizations (e.g., president, chief executive officer, executive director, development director).

APPENDIX D

TIPS FOR PREPARING AN APPLICATION

Keep your audience in mind. Reviewers will use only the information contained in your application to assess your proposal. Be sure your application and responses to the project requirements and expectations are complete and clearly written. Do NOT assume that reviewers are familiar with your organization. Make your application self-explanatory, with data clearly described and explained. Keep the review criteria in mind as you write the application.

Follow the instructions in the Program Guidelines carefully. The instructions call for a particular organization of the materials, and reviewers are accustomed to finding information in specific places. Following the instructions will eliminate the need for reviewers to hunt through your application for information. Be organized and logical in your presentation so reviewers can follow the thought process for the proposed project.

Involve evaluation expertise. OMH projects focus on evaluation in order to define successful intervention approaches. Applications, therefore, can greatly benefit from involvement of an evaluator (early in the process) to provide assistance with evaluation design and data collection instruments.

Be concise and clear. Make your points understandable. Provide accurate and honest information, including candid accounts of problems and limitations, and realistic plans to address them. If you omit any required information or data, explain why. Make sure the information provided in each table, chart, attachment, etc., is consistent with your proposal narrative and information in other tables.

Be careful in the use of appendices. Do not use the appendices for information that is required in the body of the application. Be sure to cross-reference all tables and attachments in the text of the application.

Carefully proofread your application. Misspellings and grammatical errors will impede reviewers in understanding your application. Be sure pages are numbered (including appendices) and that page limits are followed. Limit the use of abbreviations and acronyms, and define each one at its first use and periodically throughout the application.

Ask for assistance. If any questions arise when preparing your application, contact the persons listed on pages 22 of the Program Guidelines.